

January 30, 2019

**From: Board Chair Shante K. Avant**

**To: Audit Budget Finance Committee**

**RE: Superintendent Search Considerations from Board Chair  
Shante K. Avant.**

I. Considerations for the Superintendent Search:

- A district our size needs a national search
- It has been over 10 years since we have conducted a national search
- Our last Superintendent appointment was decided based on Merger and De-Merger
- We need to assess current needs of the District

II. Search Firm Inquiries/Proposals

Inquiries to Council of Great City Schools, Pete Gorman and the Memphis Education Funds yielded the below list of recommended search firms to consider for Request for Proposals.

- Isaacson Miller
- Hazard, Young, Attea & Associates
- McPherson and Jacobson
- Ray and Associates
- Tennessee School Board Association

III. Next Steps:

Most firms have a variation of the following steps as a guide for the Board to work through. At our meeting, I will provide an agenda and a draft timeline for the steps below for your consent to move forward. Once confirmed, we will release a communications plan to the public to keep them abreast of our actions.

- a. Request proposals from search firms to conduct the search

- b. Develop criteria for selected a search firm including items such as
  - o Track record for searches in similar communities
  - o Success rate for superintendents they place
- c. Process for actively recruiting candidates, including sitting superintendents that have been successful in similar districts
- d. Hire a search firm
- e. Conduct a private search until we have named finalists (Most firms recommend this commend a confidential search until you have 2-3 finalists)
- e. Develop a timeline for the search process (possibly working backward from the desired hire date)
- f. Board develop a profile for the desired prior achievements, skills and attributes of the superintendent
- g. Hold community feedback sessions about the desired prior achievements, skills and attributes of the superintendent, the sessions can be in each Board Member's district and hosted by the Board Member with all the communities in the District.